

****GST Exemption Application Format****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To,

The GST Officer,

[Office Address]

[City, State, Zip Code]

Subject: Application for GST Exemption

Dear Sir/Madam,

I, [Your Name], am writing this application to request exemption from Goods and Services Tax (GST) under [mention relevant section or rule, if applicable].

****Details of the applicant:****

1. Name: [Your Name]

2. PAN: [Your PAN Number]

3. GST Registration Number: [Your GST Number]

4. Address: [Your Business Address]

5. Type of Business: [Nature of your business]

****Grounds for Exemption:****

[Provide a brief explanation of the reasons for seeking GST exemption, including any relevant facts, figures, or documentation to support your claim.]

****Attachments:****

1. [List any supporting documents you are enclosing, such as financial statements, project reports, etc.]

2. [Any other relevant documents]

I kindly request you to consider my application for exemption and I am hopeful for a positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]